



# FMLA and PARENTAL Timekeeping Reporting

Effective Sunday, January, 8, 2017, new Pay Codes and Leave Accrual Categories for FMLA and PARENTAL will be available:

## Pay Codes

FMLA	▲
FMLA - HWY Services Only	
PARENTAL	▼
PARENTAL - HWY Svcs Only	

## Leave Accrual Categories

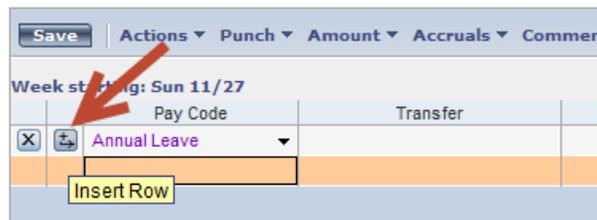
TOTALS & SCHEDULE		ACCRUALS	AUDITS
Accrual Profile FT PT EMPLOYEES			
Accrual Code	/	Balance on Selected Date	Units
ANNUAL LEAVE		240.0	Hour
COMP LEAVE		80.0	Hour
COMP LEAVE SUPP		0.0	Hour
FMLA		480.0	Hour
MCGEO SLB		0.0	Hour
PAID TIME OFF		0.0	Hour
PARENTAL		720.0	Hour
PERSONAL DAY		3.0	Day
RELIGIOUS LEAVE		0.0	Hour
SICK AND SAFE LEAVE		0.0	Hour
SICK LEAVE		1075.72	Hour

Approved FMLA and PARENTAL leave will be recorded using an additional row, as applicable. Note: There is no cash value to FMLA or PARENTAL leave.

Timecard reporting should be recorded in the following manner:

**Step 1)** First indicate how (or if) the employee will be paid (\$) using the appropriate leave code (*Annual Leave / Sick Leave or PTO or Leave Without Pay (LWOP)*)

**Step 2)** Add a Row. Select FMLA (if applicable)  
Note: Comp Leave is not eligible to be used with FMLA Leave.



**Step 3)** Add a Row. Select PARENTAL (if applicable)

**Step 4)** Save timecard  
Note: When you save the timecard, the system may adjust the order that the rows display on the timecard.





# FMLA and PARENTAL Timekeeping Reporting

## Paid Leave with FMLA

Save   Actions   Punch   Amount   Accruals   Comment   Reports										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
<input checked="" type="checkbox"/>	Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15										
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
<input checked="" type="checkbox"/>	Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Sick Leave and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA pay code.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
Pay Code	Amount	Wages		
FMLA	8.0			
Sick Leave	8.0	283.84		
Total Hrs Towards Schedule	8.0	283.84		

Also, once the timecard is saved the order of the rows may change. In this view FMLA is before the Sick Leave.

Save   Actions   Punch   Amount   Accruals   Comment   Reports										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
<input checked="" type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15										
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
<input checked="" type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0





# FMLA and PARENTAL Timekeeping Reporting

## Leave Without Pay (LWOP) with FMLA

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay or FMLA pay codes.

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Daily		
Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	
FMLA	8.0	
Leave Without Pay	8.0	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





# FMLA and PARENTAL Timekeeping Reporting

## Paid Leave with FMLA and Parental

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Leave						6.0	8.0		14.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sick Leave			8.0	8.0	8.0	2.0			26.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0

Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Sick Leave or Annual Leave and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be triple. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE   ACCRUALS   AUDITS			
Daily			
	Pay Code	Amount	Wages
	Total Hrs Towards Schedule	8.0	283.84
	PARENTAL	8.0	
	FMLA	8.0	
	Sick Leave	8.0	283.84

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





# FMLA and PARENTAL Timekeeping Reporting

## Leave Without Pay (LWOP) with FMLA and Parental

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total	
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
X	FMLA			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
X	PARENTAL			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
				24.0	24.0	24.0	24.0	24.0	24.0	120.0	

Week starting: Sun 1/15											
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total	
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
X	FMLA			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
X	PARENTAL			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
				24.0	24.0	24.0	24.0	24.0	24.0	120.0	

In this example, the employee records Leave Without Pay (LWOP) and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be tripled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the Leave Without Pay (LWOP) and the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE   ACCRUALS   AUDITS		
Daily		
Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	
PARENTAL	8.0	
FMLA	8.0	
Leave Without Pay	8.0	

Also, once the timecard is saved, the order of the rows may change. In this view FMLA is before the Leave Without Pay.

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total	
X	FMLA			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
X	PARENTAL			8.0	8.0	8.0	8.0	8.0	8.0	40.0	
				24.0	24.0	24.0	24.0	24.0	24.0	120.0	





# FMLA and PARENTAL Timekeeping Reporting

## Paid Leave with Parental

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	+	Annual Leave	▼		8.0	8.0	8.0	8.0	8.0		40.0
X	+	PARENTAL	▼		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0
Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	+	Annual Leave	▼		8.0	8.0	8.0	8.0	8.0		40.0
X	+	PARENTAL	▼		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Annual Leave and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be double. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the PARENTAL pay code.

TOTALS & SCHEDULE   ACCRUALS   AUDITS			
Daily			
	Pay Code	Amount	Wages
▶	Total Hrs Towards Schedule	8.0	283.84
	PARENTAL	8.0	
	Annual Leave	8.0	283.84

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





# FMLA and PARENTAL Timekeeping Reporting

## Leave Without Pay (LWOP) with Parental

Save   Actions ▾   Punch ▾   Amount ▾   Accruals ▾   Comment ▾   Reports ▾											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARENTAL ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARENTAL ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay (LWOP) and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay (LWOP) or PARENTAL pay codes.

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Daily ▾		
Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	
PARENTAL	8.0	
Leave Without Pay	8.0	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)

